



## USTA Georgia Adult Tournament Requirements

1. A USTA member club or organization must host the tournament. The tournament director can apply for sanction on behalf of the member club or organization.
2. The tournament must be held within the sanctioned dates.
3. A "Facility Letter of Intent to Host USTA Georgia Sanctioned Event" is required for *each* tournament for which sanction is requested. This form can be located on the [Sanctioning and Scheduling Tab](#) on USTA Georgia's website.
4. The tournament must have a specified tournament director AND USTA-certified referee. ALL Tournament Directors and Referees *must* wear USTA Georgia Identification Badges at ALL times during the tournament. Officials at secondary sites should also be identified.
5. A person cannot act as both the Tournament Director and Referee for the same tournament. **(NOT APPLICABLE FOR NL7 ADULT and/or NL5 WHEELCHAIR TOURNAMENTS; please click [here](#) for more information).**
6. The Tournament Referee and Tournament Director MUST be in attendance at ALL times during the tournament. During "flex" tournament rounds when players set up their own matches, the referee's phone number must be listed on the tournament homepage and he or she must be available by phone throughout the tournament.
7. Any changes on the sanction form requires pre-approval from USTA Georgia. This request must go to the USTA Georgia Competition Department. Approval will be made by the Sanction and Schedule Committee Chair (or other committee member if Chair is not available) based on the recommendations of USTA Georgia staff. The requested replacement Referee must be certified and in good standing with USTA Georgia. Any approved change will be updated in the sanction form (tournament homepage) by USTA Georgia staff.
8. All USTA Georgia sanctioned tournaments must use the USTA Serve Tennis software. All notes on the tournament home page must be published on the USTA website and all draws must be published on the USTA website prior to the tournament, daily during the tournament, and final results within 24 hours after the tournament has ended.
9. The USTA website is the only website that Georgia tournament directors can use to publish Georgia sanctioned tournament information.
10. USTA Serve Tennis is the only accepted means of online registration for USTA sanctioned tournaments. It is mandatory for tournament directors to offer on-line registration for all sanctioned tournaments. Tournament directors will be fined the current individual USTA membership per person for allowing non-USTA members to participate in sanctioned tournaments if they are unable to get the player to purchase his or her own membership within 10 days after the completion of the tournament.
11. When submitting tournaments for sanctioning by the USTA Georgia Sanctioning & Scheduling Committee, please be aware that existing sanctioned tournaments have priority over newly proposed tournaments. New tournaments of the same type (e.g. AGE, NTRP) in the same area will not be approved. State Championships (National Level 5s) have priority over all other tournaments and no other tournaments will be approved in the same area as a State Championship, regardless of type.

Only those tournaments of a different level elsewhere in the state may be approved on overlapping dates of a State Championship, at the discretion of the S&S Committee.

12. Non-sanctioned tournaments will be approved 60 days in advance of the tournament close date.
13. Any conflicts regarding courts during the sanctioned dates (i.e., league play, ALTA, etc.) must be posted by the Tournament Director *both* as a message "Headline" on the USTA tournament home page.
14. All divisions sanctioned must be held if there are three or more entrants in the division. It is optional for two entrants to play a division. Awards must be given to champions in all draws, and champions and finalists in all draws with more than two players.
15. The Point Penalty System must be in effect and adhered to for every sanctioned event.
16. All events must be scheduled on the same surface (unless published on website one month prior to entry deadline) and all courts must have safe playing surfaces. Events must be played in their entirety on the same surface (as published) unless you have inclement weather which may necessitate a change of surface.
17. If clay courts need to be groomed, players have permission to sweep and clean lines prior to their match.
18. New, USTA-approved Championship balls must be provided at the beginning of all matches and at the beginning of the third set (if third set played out). In all instances in which players are asked to provide the balls, it must be noted in the tournament notes found in the USTA Searchable Schedule and on the tournament's entry form.
19. Clean restroom facilities, drinking water and ice must be available at all tournament sites.
20. Chairs or benches on court must be provided for players to sit on during changeovers.
21. All tournament directors *must* attend a Tournament Admin Workshop if deemed necessary and scheduled by the Sanction & Schedule Committee. New tournament directors (those who were not sanctioned as a tournament director in the preceding year) *must* attend a Serve Tennis webinar as scheduled by the Sanction & Schedule Committee before conducting their first tournament.
22. Tournament paperwork must be completed correctly and submitted on time by the tournament director. Administration Fee checks must be received by USTA Georgia within 30 days after the tournament end date.
23. The Tournament Director is fully responsible for all actions and omissions related to the tournament, prior to, during, and at the close of the event.
24. Each Tournament Director sets his/her own policy regarding refunds. In general, any withdrawal after the close of entries should expect to forfeit the entry fee, regardless of circumstances. In the event of inclement weather forcing cancellation of an entire tournament (i.e., no matches played), the Tournament Director will post the policy regarding partial refunds on the tournament website. However, because of certain fixed costs incurred in preparing for each tournament, it is unlikely that a full refund would ever be granted for a cancelled tournament
25. **Seeding Guidelines:** Tournament directors and committees should refer to the Friend at Court "Draw Regulations: Seeding Guidelines," a summary which states: "When using the All Factors Method of Seeding, it is common to start with a recent ranking or standing list and use other information to enhance the accuracy of the list. The Tournament Committee shall not rely on just the current rankings or standings . . . "

## **Optional Recommendations and Suggested Amenities for All Tournaments**

- Use of one USTA-certified umpire (separate from the referee) for every eight courts, per site.
- Supplemental monitors who are clearly identifiable.
- Practice courts should be made available for players during the tournament whereby players can sign up for 15-minute warm-up time limit with four players to a court.
- Trainer on site or on call.
- A specific "waiting area" for participants waiting to be called on court.
- Food and drink services on premises in excess of vending machines.
- For prize money divisions, chair umpire for each final match.
- Tournament directors are encouraged to provide amenities such as lunch or dinner, entertainment, drawings for prizes or sponsor giveaways, and coupons from sponsors for clothing or food, etc.

## **Additional Requirements for Adult State Championships**

- Use of at least one USTA-certified umpire (separate from referee) for each eight courts used, per site.
- USTA-approved balls, suitable to the surface, must be provided by tournament.
- New balls furnished at the beginning of the third set of all matches.
- Proper use of singles sticks in all singles matches.
- Players gifts for all participants, to be approved by USTA Georgia before purchasing.
- Players' social to include one lunch or dinner. Fruit should be provided daily.
- Player's packet that includes tournament program, blank draw, hotel information, and map showing location of all tournament sites.
- Adequate first aid care available.
- On-site stringing services available.
- Enforcement of proper tennis attire.
- On-court scorekeeping devices.

## **Entry Fee Maximum for Adult State Championships**

- The maximum entry fee cap for ONE event in an Adult State Championship will be \$90 plus the Serve Tennis processing fee. This is to include ALL Divisions except Open divisions (NTRP 2.5-4.5, Age 25-85, Combined Mixed Doubles, Family, Wheelchair, etc).
- The maximum OVERALL entry fee for an Adult State Championship tournament will be \$140 plus the Serve Tennis processing fee. (This does not include money events)

## **Additional Requirements for Prize Money Tournaments**

- If prize money is being offered it should be noted in the tournament title, and as a message Headline on the Serve Tennis homepage. The Tournament Director shall also state the approximate total amount of prize money being offered and which age groups(s)/division categories will be offered prize money.
- Prior to registration opening in a prize money tournament, the amount of prize money being offered per round should be listed on either the tournament website and/or listed on the respective draw sheet(s), whether there is a minimum number the draw required, or if prize \$\$ is reduced by a smaller draw size and how it is reduced.